

## STUDENT RECORDS

In order to provide students with appropriate instructional and educational services, it is necessary for the school system to maintain accurate and sometimes personal information about the student and his/her family. In recognition of this confidential nature of student records, no person, agency, or firm seeking information, except those defined within the exceptions of the Family Educational Rights and Privacy Act of 1974, is entitled to access to student records without prior written consent. This consent will come from the individual student if he/she is now 18 or over or from the **parent/legal guardian** ~~parent(s) or guardian(s)~~ if the student is under 18.

### Access to Records

The ~~parent/~~ **parent/legal guardian** of a student will have access to these records upon written request to the office of student personnel services, which maintains student records within their school system.

The ~~parent/~~ **parent/legal guardian** will, upon written request to the office of the appropriate principal, have the opportunity to receive an interpretation of the records, have the right to question the data, and if a difference of opinion is noted, will be permitted to file a letter in the cumulative folder stating the dissenting person's position. If further challenge is made to the record, the normal appeal procedures established by school policy will be followed.

School personnel having access to student data are defined as “any person or persons under contract to the school and directly involved in working toward either the affective or cognitive goals of the school”.

A sign-in log will be maintained for each student record.

### Rights of Non-custodial Parents

Unless precluded by a legally binding document, evidence to be provided by the custodial **parent/legal guardian**, a non-custodial **parent/legal guardian** will have access to a student's records. In the case of joint custody, each **parent/legal guardian** will be granted access.

### Legal Names of Students

The District will recognize name changes of adopted students when a court order showing same is shown to a school official. The original name will remain on the student's permanent record in addition to the name change. In instances where students or **parents/legal guardians** want the student to be called by a different first or last name, this will be done, with both names remaining on the student's permanent record.